

Progress Reports

Semi-Annual Format

1. ***Organization Title***
2. ***Project Title***
3. ***Award Number***
4. ***Report Period***
5. ***Introduction-*** a brief summary of the project
6. ***Purpose-*** detail the objectives of the project
7. ***Approach-*** describe the work that has been performed
8. ***Results-*** the actual accomplishments to date

Comprehensive Format

1. ***Organization Title***
2. ***Project Title***
3. ***Award Number***
4. ***Report Period***
5. ***Introduction***
6. ***Purpose***
7. ***Approach***
8. ***Results***
9. ***Evaluation-*** describe the extent to which the project goals and objectives have been attained
10. ***Changes/Problems Encountered-*** outline any problems or programmatic changes that have been made to the project
11. ***How to improve the project-*** outline how you would improve the program if funded the following year.

Reports should not be more than 5 pages, double-sided.

Deadlines

You are required to submit two semi-annual progress reports and a comprehensive report. The first semi-annual report is due 7 months into your project period, the second is due 13 months into your project period. The comprehensive is due 3 months after your project period ends.

Submission

You can email or mail progress reports to Seaberry Nachbar:

B-WET Program
Monterey Bay National Marine Sanctuary
299 Foam Street
Monterey, CA 93940

Seaberry.Nachbar@noaa.gov